

## **Mecosta County District Court Deputy Civil Clerk**

**Job Summary:** This position handles a variety of civil matters as well as provides support in the criminal/traffic division. Assists customers on the phone and at the counter by taking payments. Processes filings, provides information about court procedures and forms to the public. Performs a variety of processing and computer entry functions. Processes incoming and outgoing mail to include distribution and time-stamping. Prepares files for hearings.

**Requirements:**

- High school diploma combined with post-secondary studies in a relevant field of study and one year of work experience in a legal practice or office requiring extensive public contact and fast, accurate keyboarding skills, or an equivalent combination of education, training and experience.

**Qualifications:**

- Knowledge of basic office equipment operation.
- Excellent customer relation, interpersonal and human relations skills both verbally and in writing.
- Computer literacy and knowledge of word processing to include internet capabilities, letter/memo writing and working knowledge of Excel.
- Ability to multi-task effectively and work in a fast paced environment to include good time management and organizational skills.
- Effectively prioritize and handle large workload.
- Working knowledge of privacy requirements related to court records.

**\*\*All resumes will need to be received by May 9<sup>th</sup>, 2014.**

**Please submit resumes to:  
77<sup>th</sup> District Court  
Attn: Magistrate  
400 Elm Street, Big Rapids MI 49307**